



## SCREENING & SUBMITTAL CHECKLIST

### Commercial Tenant Improvement Additions & Alterations

#### INDEX 1

#### Applicant Services Center

700 Fifth Avenue, Suite 2000

P. O. Box 34019

Seattle, WA 98124-4019

Phone: (206) 684-8850

Hours: M/W/F, 7:30am-5:30pm; T/Th, 10:30am-5:30pm

Project Number: \_\_\_\_\_ MT Number \_\_\_\_\_ Date: \_\_\_\_\_

Project/Site Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

- ☐ CAM 106 General Standards ☐ Other CAMs: \_\_\_\_\_
- ☐ CAM 102 Small Business: Getting Your Use and Building Permit

LU Screener (please initial) \_\_\_\_\_ OS Screener (please initial: \_\_\_\_\_

THIS CHECKLIST HAS BEEN PROVIDED TO ASSIST THE APPLICANT IN PREPARING A COMPLETE APPLICATION. COMPLETE APPLICATIONS CAN BE PROCESSED AND REVIEWED MORE EFFICIENTLY. PLEASE READ AND SIGN THE STATEMENT BELOW.

**I verify that I am submitting all of the required submittals indicated, as appropriate to this project, on this checklist and I acknowledge that failure to submit all of these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

~ PLEASE REFER TO THE STANDARDS FOR FURTHER CLARIFICATION ~

#### LAND USE CONSIDERATIONS (check zoning and overlays and refer to Land Use Code for specific development standards):

| Yes                      | No                       |   | Yes                      | No                       |   |
|--------------------------|--------------------------|---|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Change of use from last permit                  | <input type="checkbox"/> | <input type="checkbox"/> | Project in Overlay District (specify) _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Use allowed outright                            |                          |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Use allowed as Conditional Use                  | <input type="checkbox"/> | <input type="checkbox"/> | SEPA required (DR 23-2000)                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Does use exceed maximum size limit for zone     | <input type="checkbox"/> | <input type="checkbox"/> | Project in Review District or Landmark      |
| <input type="checkbox"/> | <input type="checkbox"/> | Project requires parking calculations – CAM 241 | <input type="checkbox"/> | <input type="checkbox"/> | Changes to façade transparencies            |
|                          |                          |   | <input type="checkbox"/> | <input type="checkbox"/> | Last permitted use # _____                  |

#### CONSTRUCTION CONSIDERATIONS:

|                          |                          |   |                          |                          |                                     |
|--------------------------|--------------------------|---|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Change of occupancy from last permit          | <input type="checkbox"/> | <input type="checkbox"/> | Deep excavation at property line    |
| <input type="checkbox"/> | <input type="checkbox"/> | Project requires design Professional stamp    | <input type="checkbox"/> | <input type="checkbox"/> | Demolition is required – CAM 337    |
| <input type="checkbox"/> | <input type="checkbox"/> | Means of Egress/Exiting covered               | <input type="checkbox"/> | <input type="checkbox"/> | Pre-fab steel building – CAM 304    |
| <input type="checkbox"/> | <input type="checkbox"/> | Accessibility/Barrier free design covered     | <input type="checkbox"/> | <input type="checkbox"/> | Racks require engineering           |
| <input type="checkbox"/> | <input type="checkbox"/> | Height/Area/Type of construction covered      | <input type="checkbox"/> | <input type="checkbox"/> | High Rise, Atrium or Mall – CAM 318 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mixed construction type                       | <input type="checkbox"/> | <input type="checkbox"/> | High Pile Storage                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Project is a substantial alteration – CAM 314 | <input type="checkbox"/> | <input type="checkbox"/> | H Occupancies, control areas        |
|                          |                          |   | <input type="checkbox"/> | <input type="checkbox"/> | Curtain Walls                       |

**OTHER CONSIDERATIONS:**

| Req                      | Prov                     |                                     | Req                      | Prov                     |   |
|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Project in Shoreline – see Index 15 | <input type="checkbox"/> | <input type="checkbox"/> | Stormwater, Grading & Drainage – see Index 14 |
| <input type="checkbox"/> | <input type="checkbox"/> | In ECA – see Index 13               |                          |                          |   |

**TYPE OF PLANS TO BE SUBMITTED**

|                                     |                          |   |                          |                          |  |
|-------------------------------------|--------------------------|---|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Completed DPD coversheets for each set of plans | <input type="checkbox"/> | <input type="checkbox"/> | Survey (Topo survey with 2' contours if within 2' of height limit or using sloping lot height bonus) |
| <input type="checkbox"/>            | <input type="checkbox"/> | Civil drawings or CSC Plan                      |                          |                          |  |

**ARCHITECTURAL PLANS:**

|                                     |                          |   |                                     |                          |  |
|-------------------------------------|--------------------------|---|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Basic Plot plan (if change to site or parking) – CAM 103, 103A & 103B (if ECA site) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Means of Egress/Exiting plan                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Schematic Property/Tenant Plan (if no change to site)                               | <input type="checkbox"/>            | <input type="checkbox"/> | Floor plan(s)                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Building ID plan (if more than one building on site)                                | <input type="checkbox"/>            | <input type="checkbox"/> | Health Dept. Information for Food Service      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Demolition Plan   | <input type="checkbox"/>            | <input type="checkbox"/> | Roof plan                                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Architectural notes   | <input type="checkbox"/>            | <input type="checkbox"/> | Elevation Views                                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Land Use notes and documentation  | <input type="checkbox"/>            | <input type="checkbox"/> | Building Sections                              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parking Information – CAM 241   | <input type="checkbox"/>            | <input type="checkbox"/> | Reflected ceiling plan (if changes to ceiling) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Code Analysis (Land Use and Building)   | <input type="checkbox"/>            | <input type="checkbox"/> | Construction details                           |
|                                     |                          |   | <input type="checkbox"/>            | <input type="checkbox"/> | Door/window schedule                           |
|                                     |                          |   | <input type="checkbox"/>            | <input type="checkbox"/> | Landscape plans – DR 13-92                     |

**STRUCTURAL PLANS (if structural changes):**

|                          |                          |                       |                          |                          |  |
|--------------------------|--------------------------|-----------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Structural notes      | <input type="checkbox"/> | <input type="checkbox"/> | Cross sections for all structural modifications      |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation plan(s)    | <input type="checkbox"/> | <input type="checkbox"/> | New mezzanines, raised floor & other structural work |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor framing plan(s) |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof framing plan(s)  |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural details    |                          |                          |  |

**MECHANICAL PLANS (if Mechanical permit included)**

|                          |                          |  |                          |                          |   |
|--------------------------|--------------------------|--|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Project required design professional Stamp | <input type="checkbox"/> | <input type="checkbox"/> | Mechanical Plans (if Mechanical Permit or project includes Fume Hood) |
| <input type="checkbox"/> | <input type="checkbox"/> | Mechanical notes                           | <input type="checkbox"/> | <input type="checkbox"/> | CAM 415   |

**ADDITIONAL SUBMITTALS:**

|                                     |                          |  |                          |                          |  |
|-------------------------------------|--------------------------|--|--------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Pre-application Site Visit Report  | <input type="checkbox"/> | <input type="checkbox"/> | Acoustical Study – CAM 118   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Copy of Soils Report   | <input type="checkbox"/> | <input type="checkbox"/> | Equipment list and menu for restaurant or food service                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contact Disclosure Form  | <input type="checkbox"/> | <input type="checkbox"/> | Parking Covenant (Site Plan for covenant parking location required)      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Financial Responsibility Form  | <input type="checkbox"/> | <input type="checkbox"/> | Documentation required for Established Use for the Records – see CAM 217 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Agent's Letter of Authorization from owner   | <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Approval from Special Review District or Landmark         |
| <input type="checkbox"/>            | <input type="checkbox"/> | Structural calculations, stamped (if structural work or new or replaced mechanical equip.) | <input type="checkbox"/> | <input type="checkbox"/> | Special Inspection Form(s)   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Target UA calculations   | <input type="checkbox"/> | <input type="checkbox"/> | Copy of Pre-submittal minutes  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Cooling and heating calculations (if Mechanical Permit included with this permit)          |                          |                          |  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Kitchen Hood Worksheet for restaurant (if hood included with in permit)                    |                          |                          |  |

